

# Operation Smile Student Society (Stellenbosch University)



Changing Lives One Smile at a Time



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## I. Definition

The Operation Smile Student Society (Stellenbosch University) is affiliated with Operation Smile South Africa (OSSA), which forms part of a global non-profit medical services organization that provide safe, effective reconstructive surgery and related medical care for children born with facial deformities such as cleft lip and cleft palate.

As a society, our aim is to promote leadership, education, awareness, and service for OSSA through volunteer work and fundraising initiatives.

## II. Mission and Vision

### A. Mission

As a society affiliated with Operation Smile South Africa (OSSA), which is part of a global non-profit medical services organization that provide safe, effective reconstructive surgery and related medical care for children and adults born with facial deformities such as cleft lip and cleft palate. Our mission is to promote leadership, education, awareness, and service for OSSA through volunteer work and fundraising initiatives.

Through our involvement with Operation Smile we also aim to grow a sense of community awareness on campus that branches out to areas in need within the Stellenbosch district as an initiative to encourage community engagement in our immediate surroundings.

While assisting our local and international community, the Operation Smile Stellenbosch Student Organisation also aims to grow the skills of each member through various activities that may allow for the improvement of interpersonal, communication, public speaking, organisation and time management skills.

### B. Vision

We aim to:

1. Create awareness about Operation Smile, and the internationally-renowned work they do, on campus through
  - Fundraising events
  - Marketing and public relations
  - Training opportunities
2. Build a workforce of like-minded students willing to invest in Operation Smile and that can assist Operation Smile headquarters through volunteer work, in the form of administrative assistance or outreach.
3. Increase campus awareness and involvement in our society through collaborative projects with residences, PSO's and other student societies on campus.
4. Create awareness of the needs of the surrounding community and encourage student involvement in projects that, although not related to Operation Smile, contribute to the upliftment of society.
5. Foster a mindset of caring and giving amongst our members that will equip them to continue to positively contribute to society.
6. Allow for the development of beneficial skills for our members so that they may enter society with the ability to effectively promote themselves and the companies for which they may one day work.

### **III. General Members**

#### **A. Procedures**

1. Any student or staff member at Stellenbosch University Campus may join the Operation Smile Student Society (Stellenbosch University) at any time during the year.
2. A membership fee will be decided on by the executive committee of the society and will be charged upon joining the society. This fee is not refundable in the event that membership is terminated during the year (the membership year runs with the US academic year).
3. Should a member join the society after the 30<sup>th</sup> of June, the member may be subject to a half year membership fee of half the amount put forward by the executive committee of that year as the full year membership fee.

#### **B. Goals of Members:**

- To attend at least one Operation Smile event throughout the year.
- To spread awareness at every opportunity.

- To be resourceful in ideas and creating awareness.

### **Task Team**

- To attend all meetings.
- To attend at least one Operation Smile event throughout the year.
- To purchase an Operation Smile T-shirt upon joining, or receive a shirt which is sponsored by Operation Smile if the member is unable to afford a T-shirt.
- To spread awareness at every opportunity.
- To be resourceful in ideas and creating awareness.
- To be selected to attend an Operation Smile medical mission.

## **IV. Executive Committee Members and Portfolios**

### **A. Executive Committee Responsibilities**

1. Executive Committee members are expected to attend all meetings, including general member meetings and the annual general meeting.
2. Executive Committee members must attend training as provided by the University of Stellenbosch Societies Council.
3. More than one position may be filled by a single member; however, the Executive Committee must consist of no fewer than three members. These members must include a Chairperson, Vice-chairperson and a Treasurer.
4. In addition to the duties assigned in the constitution, the Executive Committee members are responsible for performing other duties as assigned by the Society Chairperson and Vice-Chairperson of that term.
5. The Executive Committee must select a Societies' Council representative at the beginning of their term. This position must be added to the individual responsibilities of that member.
6. Must work in collaboration with the Task Team members in their respective fields of responsibility.

### **B. Individual Responsibilities:**

As specified in the Individual Responsibility Description Addendum.

## **V. Executive Committee Elections**

### **A. General Elections**

### **i. General Information**

1. The Executive Committee term is determined by the Societies Council Executive Members and outgoing Executive Committee of the term.
2. All candidates running for the Executive Committee positions must be aware of the responsibilities that the position entails prior to applying for the position.
3. No late applications will be accepted. However, exceptional circumstances in which a late application is accepted may be determined by the executive committee if more than half are in agreement.
4. A candidate may be asked to fill another position if they were not selected for the position of choice.

### **ii. Application Procedure**

1. Applications for the Executive Committee will be opened to all Operation Smile Task Team members at the start of the second semester of each year. Members will be informed of this via email, social media and in the first formal meeting of the semester.
2. Should all the Executive Committee positions not be filled by the Task Team of that term, applications will be opened to the General Members of the society.
3. Candidates must apply for a specific position and will be required to submit a CV as well as motivational letter to the Chairperson or Vice-Chairperson.
4. From the received applications, the Executive Committee will be responsible for selecting applicants to be interviewed. With discretion, selections will be made according to:
  - involvement with Operation Smile activities as a general member
  - suitable previous experience in the position applying for as demonstrated on a CV or in the application process determined by the current Executive Committee.
  - Should a member not have previous leadership experience, the member's leadership qualities may be assessed throughout the year by the executive members.
  - quality of motivational letter
5. Interviews will be attended by the whole Executive Committee.
6. Voting for the new Executive Committee is only done by the current Executive Committee and not by the general members.
7. Applicants will be informed of the interview dates within ten days of the closing date for applications.

8. The new Executive Committee will be announced via email no more than one week after the interviews.
9. A combined meeting with the old and new Executive Committees will be held during the first week of October, after which the new Executive Committee takes responsibility for all Operation Smile activities.

#### **B. Special Elections**

1. Should an Executive Committee member resign or be removed from their position, due to the criteria stated in the disciplinary and warning system, a special election will be held to fill the vacant positions. This election will follow the procedures as agreed upon by the entire Executive Committee of that year.

### **VI. Meeting and Attendance**

#### **A. Executive Committee Meetings**

1. The Executive Committee will meet a minimum of once a month.
2. Executive Committee members are required to attend every meeting. The quorum required for these meetings is three members.
3. Valid excuses need to be submitted to the at least 24 hours before the scheduled meeting
4. Three missed meetings will result in a written warning after which disciplinary steps will be taken.

#### **B. General Member Meetings**

1. Meetings for general members will be scheduled as deemed necessary by the Executive Committee.
2. Notice of meetings for general members will be given one week in advance.

#### **C. Annual General Meetings (AGM)**

1. An AGM for all members will be held in October each year, after the election of the new Executive Committee.
2. During the AGM
  - the Executive Committee will provide feedback on the projects completed during the year.
  - the new Executive Committee will be introduced.

- general members will have the opportunity to make suggestions, provide feedback etc.

## **VII. Discipline**

As specified in the Disciplinary and Warning Contract Addendum which is agreed upon by the Executive Committee at the commencement of the Executive Committees' term.

## **VIII. Amendments to the Constitution**

1. Amendments to this document become part of the constitution when passed by a minimum of 50% of the Executive Committee during an Executive Committee meeting.

### **Definitions Clause**

#### **a. Executive Committee**

The members within the Operation Smile Student Society (Stellenbosch University) that have the authority to make decisions and that are responsible for ensuring that these decisions are carried out.

#### **b. General Members**

The members within the Operation Smile Student Society (Stellenbosch University) that are involved in society activities but not in any decision-making roles.

#### **c. Task Team**

The Task Team is a group of general members of the Operation Smile Student Society at Stellenbosch University that wish to work in collaboration with the executive committee in planning and organising events. These members also wish to attend a mission and actively raise money for Operation Smile.

#### **d. Headquarters**

Refers to the head office located in Cape Town through which all events not held at the University need to be approved.

#### **e. Operation Smile Event**

Refers specifically to events organised by Operation Smile Headquarters and events organised by the Task Team and Committee, where members from the Operation Smile Student Society (Stellenbosch University) will volunteer.

**f. Operation Smile Mission**

Operation Smile's standard International Medical Mission is comprised of a team of credentialed medical professionals and volunteers from around the world who travel to Operation Smile partner countries to treat children with Cleft-Lip and Cleft-Palate.

**g. Regional Representatives**

The Operation Smile South Africa contact person through which Operation Smile Student Society (Stellenbosch University) correspond with Headquarters.